



Degree Ceremonies

User Manual for College Staff

Version 2.0



Table of Contents

1	Introduction	3
1.1	Intended Audience	3
1.2	Pre-requisites	3
1.3	Objectives.....	3
1.4	Conventions used in this Manual	3
2	The Degree Ceremony Process	4
3	Accessing eVision	5
3.1	Introduction	5
3.2	Logging into eVision	5
3.3	Logging out of eVision.....	6
4	Accessing the Degree Ceremonies Functionality	8
4.1	Printing Reports	8
5	The Allocation Report	9
6	College and University Holds	12
6.1	Viewing University Holds	13
6.2	Adding a College Hold	13
6.3	Removing a College Hold	14
7	Student Ceremony Requirements Summary Report	16
8	Downloading the Student Ceremony Requirements Report	18
9	MA, Historic and Higher Degree Graduands.....	19
9.1	Amending an MA, Historic or Higher Degree Graduand booking	23
9.2	Removing an MA, Historic or Higher Degree Graduand from a waiting list	26
10	Appendix A – What the Student Sees	28
11	Appendix B – Conferral Information & Available Actions	34
12	Appendix C – Sample Emails	35
12.1	Example of confirmation email	35
12.2	Example of confirmation email following removal from a waiting list	36
13	Further Help and Information.....	37
13.1	Data Protection and Accessibility.....	37
14	Document Information	37

1 Introduction

This manual covers all the processes which college staff will need to carry out using eVision to manage degree ceremony arrangements for their students.

1.1 Intended Audience

College staff who are involved in managing ceremony arrangements for their current and past students.

1.2 Pre-requisites

This manual assumes a basic knowledge of using a computer, keyboard and mouse and basic web browser knowledge.

1.3 Objectives

On completion of this manual you will be able to:

- Describe the Degree Ceremony Process
- Run the Allocation Report and ensure that your college's final year students are listed
- View University Holds
- Apply and remove College Holds
- View ceremony bookings
- View student requirements
- View changes to student requirements
- Add MAs, historic and higher degree graduands to a waiting list
- Edit/Remove MAs, historic and higher degree graduands on a waiting list.

1.4 Conventions used in this Manual



Indicates additional useful information.



Indicates an important piece of information, take particular care to read this information.



Indicates there is something that you should not do, take particular care to read this information.

Bold Text Indicates menu names.

Italic Text Indicates window, screen or dialogue box titles.

[F4] Keys on your keyboard are indicated in **bold text** enclosed in square brackets [].

File > Open Moves through a navigation path are indicated with a >. In this case you would click on the **File** menu, then select **Open**

2 The Degree Ceremony Process

From October 2012 the process for booking students onto a degree ceremony changed. It is no longer the responsibility of the college to book their current students onto a ceremony, instead students are able to book onto a ceremony on-line using eVision. In future the number of ceremonies will be increased so that those who were unable to attend a ceremony previously (historic graduands) should now be able to book onto the event of their choice.

Current Undergraduate (UG) and Post Graduate Taught (PGT) students who are in their final year will receive an invitation during Michaelmas term to book onto a ceremony. They will be given priority up until mid-January after which the Degree Conferrals Office staff will start booking historic graduands and MAs onto ceremonies. Places will be filled on a "first come, first served" basis. It will be possible to book onto a ceremony up to 15 days before the event provided there are places available.

UG and PGT students will be able to amend their booking at any time up to 15 days prior to the ceremony, but if they wish to change the date, they must contact their college for approval.

Research students will be invited to book onto a ceremony once they have been awarded Given Leave to Supplicate.

College staff can view their students' bookings and arrangements, view University Holds, such as Proctors Holds, and apply or remove College Holds.

MAs, historic and higher degree graduands continue to contact their college with their preferences. The college will then add their names to a waiting list and the Degrees Conferals Office will allocate them to a ceremony, taking their preferences into account whenever possible. If a graduand does not have a preferred date at the time of contacting the college, they can still be added to the waiting list and their preferred date added at a later date. Colleges are able to remove MAs, historic and higher degree graduands from a waiting list, and are also able to amend the contact details at anytime up to 15 days before the ceremony.

Any queries regarding the Degree Ceremony process should be directed to **degree.conferrals@admin.ox.ac.uk**.

3 Accessing eVision

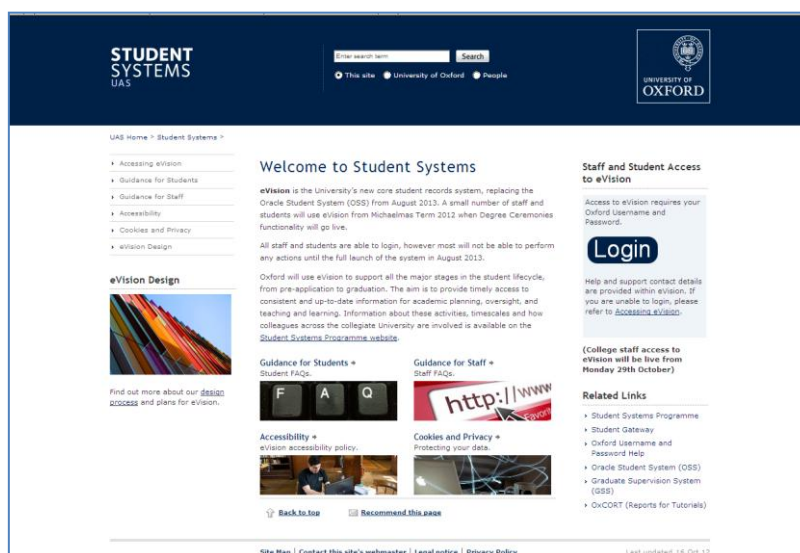
3.1 Introduction

eVision is a web application which interfaces with SITS:Vision (Student System) and enables staff and students to manage their student records.

In order to access eVision you will need to have been issued with a WebAuth account (this is the Oxford University Single Sign-On system. For further information see: <http://www.oucs.ox.ac.uk/webauth/>). Your WebAuth username will usually take the form of four characters followed by four numbers e.g. 'abcd1234'. If you have not been issued a WebAuth username you will need to contact IT Services. For further information about this visit: <http://www.ict.ox.ac.uk/oxford/username/>.

3.2 Logging into eVision

- 1) Open your preferred web browser. Any modern browser may be used.
- 2) Enter the web address: www.admin.ox.ac.uk/studentsystems and this will take you to the Student Systems home page.



- 3) Click on **Login** to open the Single Sign-on login box.

University of Oxford Single Sign-On Login

The service you have requested is accessed via the University of Oxford Single Sign-On system.

Username:

Password: [Forgotten password?](#)

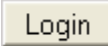
[Help](#)

Please enter your [Oxford username](#) and password then click the "Login" button.

Not yet activated? [\[Activate a new account\]](#)

[I don't know what to do!](#)

[Oxford University Computer Usage Rules and Etiquette](#)

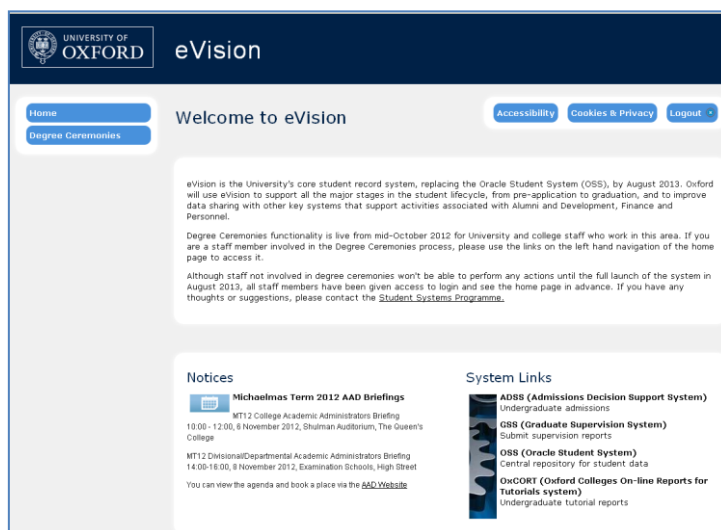
- 4) Enter your Single Sign-on user name and password.
- 5) Click on  and a confirmation message will be displayed.



- 6) Click on .



The options displayed down the left hand side of this page will depend upon your access to the system.

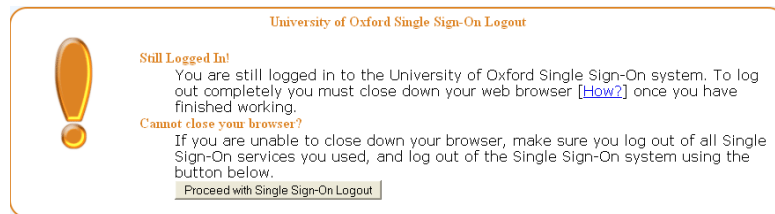


3.3 Logging out of eVision

- 1) Click on  and a confirmation screen will be displayed.

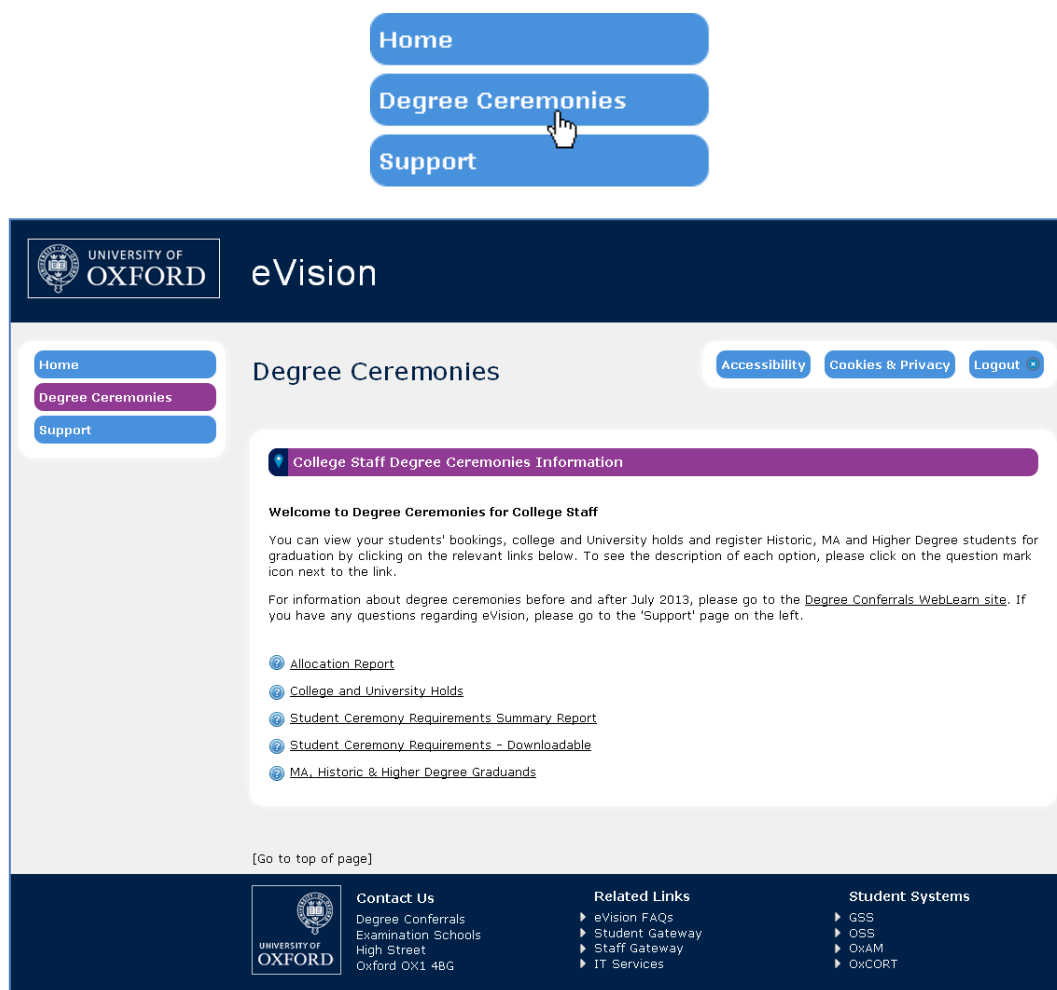


- 2) Click on **Proceed with Single Sign-On Logout**. A final confirmation screen will be displayed.

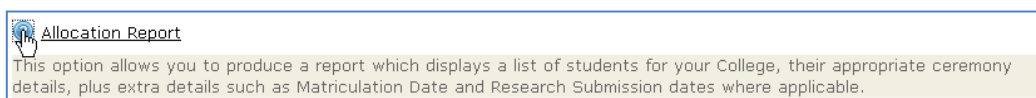


4 Accessing the Degree Ceremonies Functionality

- 1) Click on the link to **Degree Ceremonies** on the left hand side of the screen to display the *Degree Ceremonies* menu items.



- 2) Click on the question mark displayed to the left of each item to access context sensitive help.



4.1 Printing Reports

After you have run a report and retrieved the required data you can print out the information using your browser print icon. You can also select the option: Student Ceremony Requirements – Downloadable and download the complete list to a spreadsheet.

5 The Allocation Report

The *Allocation Report* enables college staff to verify that all their eligible students, ie: final year Undergraduate (UG) and Post Graduate Taught (PGT) students have been invited to book onto a ceremony. At this stage the Ceremony Status for each student will be **Invited**. If a college finds a discrepancy in the Allocation Report they should contact the Degree Conferrals Office for advice.

Once students have been invited to book onto a ceremony, staff may also use this report to retrieve a list of students who have made a booking. When a student has booked onto a ceremony their *Ceremony Status* will change to **Attending**. The list may also be filtered by ceremony.

- 1) Click on the link **Allocation Report** to display the *Degree Ceremonies Allocation Report* screen.



Degree Ceremonies Allocation Report			
Please complete the report options and click the 'Run Process' button.			
Student Number			
Academic Year *	2012/13		
Surname			
Forename			
Degree Ceremony		List	
Ceremony Status *	Invited		
Award Programme			
		Clear Fields	Run Process

- 2) Enter the required data:
 - a) **Student Number:** may be left blank
 - b) **Academic Year:** mandatory field
 - c) **Surname** and **Forename:** may be left blank
 - d) **Ceremony:** leave blank for all ceremonies, or enter a code (see steps below on searching for a code)
 - e) **Ceremony Status:** mandatory field: select from the List of Values
 - f) **Award Programme:** may be left blank.
- 3) If the ceremony code is not known click on  to display the complete list of available ceremonies.

Page Number Details										
Use this record bar to navigate through the record pages										
Start	Previous	Showing Page 1 of 25 @ 20 Records per Page						Next	End	Go to Page
<	<	1	2	3	4	5	6	7	8	9
					10					
								>	>	Go
482 Records found for SRS.CMY										
Please select the required value:										
Awards Ceremony (CMY) code ^ v					Full name ^ v					
A130713AM					Saturday 13 July 2013 AM					Select
A130713PM					Saturday 13 July 2013 PM					Select
A130722AM					Monday 22 July 2013 AM					Select
A130722PM					Monday 22 July 2013 PM					Select
A130723AM					Tuesday 23 July 2013 AM					Select
A130723PM					Tuesday 23 July 2013 PM					Select

- Use the navigation buttons to search for a ceremony or scroll through the list.
- When the required ceremony is displayed, click on **Select** adjacent to the required ceremony to return to the *Allocation Report* screen. The *Ceremony* field will be populated with the selected ceremony code.
- In the *Allocation Report* screen click on **Run Process** to retrieve the required information.

Allocation Report											
Total Number of Records Displayed: 188											
Ceremony	Ceremony Status	Response Date	Response Time	Surname	Forename	Student Number	College	Award Programme Name	Expected End Date	Enrolment Status	Matr
H13-SJO-MED	Invited	Unavailable	Unavailable	Addison	Rhys	356449	SJO	Medicine - Clinical	31/07/2013	Enrolled	13/
H13-SJO-T22J	Invited	Unavailable	Unavailable	Addison	Rhys	577449	SJO	MPhil International Relations	30/06/2013	Enrolled	01/
H13-SJO-U	Invited	Unavailable	Unavailable	Addison	Sophia	474549	SJO	BA Jurisprudence	30/06/2013	Enrolled	16/
H13-SJO-U	Invited	Unavailable	Unavailable	Anchorage	Jack	431601	SJO	MChem Chemistry	31/07/2013	Enrolled	17/
H13-SJO-U	Invited	Unavailable	Unavailable	Anchorage	Jack	253001	SJO	Higher Degree			27/1
H13-SJO-U	Invited	Unavailable	Unavailable	Anchorage	Olivia	430401	SJO	MBiochem Molecular and Cellular Biochemistry	31/07/2013	Enrolled	17/
H13-SJO-U	Invited	Unavailable	Unavailable	Andover	Lola	370851	SJO	DPhil Systems Biology DTC - Mathematics	05/04/2013		13/
H13-SJO-U	Invited	Unavailable	Unavailable	Ankara	Grace	411202	SJO	DPhil	08/04/2013	Enrolled	18/

When a student books onto a ceremony and their Ceremony Status changes from **Invited** to **Attending** the date and time the student completed their booking will be recorded. This information will enable colleges to allocate additional tickets on a first come first served basis.

In the example above the students' Ceremony Status is **Invited**, indicating they have not yet booked onto a ceremony, so the *Response Date* and *Response Time* fields contain *Unavailable*. These fields will be updated with the date and time when a student books onto a ceremony.

- 7) To return to the *Degree Ceremonies* menu, click on side of the screen.

Degree Ceremonies

on the left hand



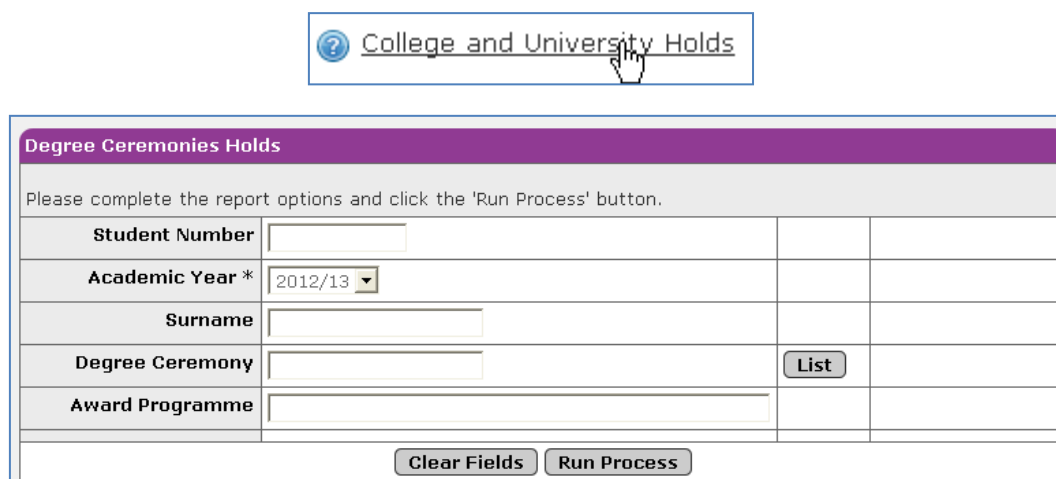
Do not click on the browser back button, as you may not see the refreshed data.

6 College and University Holds

Colleges are able to apply or remove College Holds and view all University Holds.

Students will be able to book onto a ceremony even if they have a hold on their record, but they will not be able to attend the ceremony or have their degree conferred. They should contact their college for advice.

- 1) Click on the link **College and University Holds** to display the *Degree Ceremonies Holds* screen.



The image shows a button labeled "College and University Holds" with a question mark icon. Below it is a form titled "Degree Ceremonies Holds". The form contains the following fields:

- Student Number**: Text input field.
- Academic Year ***: Dropdown menu showing "2012/13".
- Surname**: Text input field.
- Degree Ceremony**: Text input field with a "List" button next to it.
- Award Programme**: Text input field.

At the bottom of the form are two buttons: "Clear Fields" and "Run Process".

- 2) Enter the required data:
 - a) **Student Number**: may be left blank
 - b) **Academic Year**: mandatory field
 - c) **Surname**: may be left blank
 - d) **Degree Ceremony**: leave blank for all ceremonies, or enter a code (see steps in [previous section](#) on searching for a code)
 - e) **Award Programme**: may be left blank.
- 3) Click on **Clear Fields** to return to the default values

or

Run Process to retrieve the required data.

Hold Report											
Total Number of Records Displayed: 193											
Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-T22J	Invited	MPhil International Relations	SJO	ADDISON	RHYS	577449	02/Dec/1973			Add College Hold	N/A
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	23/Feb/1965			Add College Hold	N/A
H13-SJO-U	Invited	BA Jurisprudence	SJO	ADDISON	RHYS	474549	31/Jan/1977			Add College Hold	Click here
H13-SJO-U	Invited	BA Jurisprudence	SJO	ANCHORAGE	JACK	430401	25/Dec/1954			Add College Hold	N/A



If a student has a University Hold a link **Click here** will be displayed in the *View University Holds* column. If there is no University Hold, **N/A** will be displayed. This screen is for information only. Colleges cannot amend the data.

6.1 Viewing University Holds

- 1) Click on **Click here** in the *View University Holds* column to display further details of the hold.

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-R	Invited	DPhil Physical and Theoretical Chemistry	SJO	CHIPPENHAM	OSCAR	281947	24/11/1986			Add College Hold	Click here

All University holds which have been applied to a student record will be displayed. All current holds can be identified as *Hold End Date* field will be blank.

Student Personal Details data				
Student Number	Hold Type	Hold Start Date	Hold End Date	Hold Notes
281947 Oscar Jacob Chippenham	14/Aug/2008	07/Oct/2008		HD_HARDSPH
Student Number	Hold Type	Hold Start Date	Hold End Date	Hold Notes
281947 Oscar Jacob Chippenham	24/Sep/2009	03/Nov/2009		HD_LIBRARY

[Back to College Hold List](#)

- 2) To return to the list of students click on

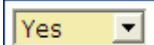
6.2 Adding a College Hold

- 1) Click on the **Add College Hold** in the *View/Add College Hold* column to open the *Student Personal Details data* screen.

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-R	Invited	DPhil Physical and Theoretical Chemistry	SJO	CHIPPENHAM	OSCAR	281947	24/11/1986			Add College Hold	Click here

- 2) In the *Student Personal Details data* screen enter the details in the *Hold Notes* field.

Student Personal Details data				
Student Number	Hold Type	Updated Date	Hold Notes	Hold Flag
356449 Rhys James Addison	HD_COLLEGE	26/Oct/2012		Yes

- 3) Select  in the *Hold Flag* field.
- 4) Click on  to save the changes and a confirmation box will be displayed.

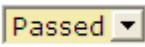
Your changes have been stored successfully.

- 5) Click on  to return to the list

The student record will be flagged with **Held** and the link in the *View/Add College Hold* column will have changed to **View College Hold**

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989		Held	View College Hold	N/A

6.3 Removing a College Hold

- 1) Click on the **View College Hold** in the *View/Add College Hold* column to open the *Student Personal Details data* screen.
- 2) Select  from the Hold Flag field.

Student Personal Details data				
Student Code Edit	Hold Type	Updated Date	Hold Notes	Hold Flag
368442 John Cheering	HD_COLLEGE	23/Aug/2012	Outstanding Battels	Passed



- 3) Click on  to save the changes and a confirmation box will be displayed.

Your changes have been stored successfully.

Ceremony	Ceremony Status	Award Programme	College	Surname	Forename	Student Number	Date of Birth	University Hold Status	College Hold Status	View/Add College Hold	View University Holds
H13-SJO-MED	Invited	Medicine - Clinical	SJO	ADDISON	RHYS	356449	29/03/1989		Passed	View College Hold	N/A

The *College Hold Status* will change to **Passed**.

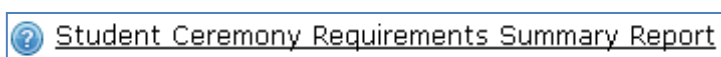
- 4) To return to the *Degree Ceremonies* menu, click on  on the left hand side of the screen.

7 Student Ceremony Requirements Summary Report

When students log into eVision, they have the option to book onto a ceremony and specify their requirements, select In Absentia or Decline to book onto a ceremony. If they select In Absentia they will be allocated to the next available ceremony regardless of whether their college is presenting at that ceremony. If they select Decline, their record will be managed as an historic graduand. They will not have the option to book themselves onto a ceremony at a later date.

The Student Ceremony Requirements Summary Report option enables colleges to view a summary of a student's requirements. (To view all the student's requirements and details see the next section [Downloading the Student Ceremony Requirements Report](#)).

- 1) To view the requirements click on the link *Student Ceremony Requirements Summary Report*.



Student Ceremony Requirements Summary Report			
Please complete the report options and click the 'Run Process' button.			
Student Number			
Academic Year *	2012/13 ▼		
Surname			
Degree Ceremony		List	
Ceremony Status *	Attending ▼		
Award Programme			
		Clear Fields	Run Process

- 2) Enter the required data:
 - a) **Student Number:** may be left blank
 - b) **Academic Year:** mandatory field
 - c) **Surname:** may be left blank
 - d) **Degree Ceremony:** leave blank for all ceremonies, or enter a code (see steps in [Section 5](#) on searching for a code)
 - e) **Award Programme:** may be left blank.
- 3) Click on **Clear Fields** to return to the default values

or

Run Process to retrieve the required data.

Ceremony	Ceremony Status	Response Date	Response Time	Surname	Forename	Title	Student Number	Award Programme Name	Address	Home Phone Number	Work Phone Number	Mobile Phone Number	College Lunch (Graduand Only)	N
H13-SJO-U	Invited	Unavailable	Unavailable	Barnum	Tia	Mrs	395857	BA Oriental Studies (Arabic and Islamic Studies)	Flat 17 Tias Lane Somewhere Within Oxford OX1 2EP					

In the example above Tia Barnum's Ceremony Status is **Invited**, which means she has been sent an email inviting her to book onto a ceremony, but has yet to do so.

Student Ceremony Requirements

Ceremony	Ceremony Status	Award Programme	Surname	Forename	Title	Student Number	Address	Home Phone Number	Work Phone Number	Mobile Phone Number	No. of Guaranteed Ceremony Tickets	Extra Ceremony Tickets	No. of Lunch Guests (incl. grad.)	No. Lunch Guests - TRI	Visa Required	Additional Comments / Requirements
A130726AM	Attending	BA History	Nayaug	Hayden	MR	472388	Flat 19 Haydens Road Somewhere Within Oxford OX1 2EP	12345678		9876543	3	2		5	N	

In this example Nayaug Hayden has booked onto a ceremony, and his Ceremony Status has changed to **Attending**. He has also requested 2 additional Guest Tickets. He may change his requirements at any time up to 15 days for the ceremony, but he cannot change the date. If he wishes to change the date he must first contact his college for advice.

- 4) To return to the *Degree Ceremonies* menu, click on [Degree Ceremonies](#) on the left hand side of the screen.

8 Downloading the Student Ceremony Requirements Report

This report will download the students' requirements and details into an Excel spreadsheet. This report contains college-specific data.

- 1) Click on the link **Student Ceremony Requirements - Downloadable**

[? Student Ceremony Requirements - Downloadable](#)

Student Ceremony Requirements Download			
Please complete the report options and click the 'Run Process' button.			
Student Number			
Academic Year *	2012/13 ▼		
Surname			
Degree Ceremony		List	
Ceremony Status *	Attending ▼		
Award Programme			
Clear Fields Run Process			

- a) **Student Number:** may be left blank
 - b) **Academic Year:** mandatory field
 - c) **Surname:** may be left blank
 - d) **Degree Ceremony:** leave blank for all ceremonies, or enter a code (see steps in [Section 5](#) on searching for a code)
 - e) **Award Programme:** may be left blank.
- 2) Click on to return to the default values
Click on to retrieve the required data.

The data will be downloaded into an Excel Spreadsheet and can then be manipulated or saved in the usual way. The data displayed is college specific depending on the user's college.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Allocated C	Status	Award Pro	Surname	Forename	Title	Student ID	Date of Bir	Matriculatio	Award Pro	Ceremony	Extra Cere	Lunch Gue	Extra Payir
2	A130723A	A	BA English	CHEERIN	JOHN	MR	368442	31-Aug-89	13-Oct-07	Completec		3	1	3
3														

9 MA, Historic and Higher Degree Graduands

MA, Historic and Higher Degree Graduands will not be able to log in and book onto a ceremony. Instead they will contact their college, indicating their preferred date. The college will then add their name to a waiting list so that the Degree Conferrals Office can add them to a ceremony taking into account the preferred date. The college will receive a confirmation email once they have added them to the waiting list. If a Graduand does not give a preferred date at the time of booking, their name can be added to the waiting list, and the preferred date added later.

A college may amend an MA, Historic and Higher Degree Graduand record at any time up to 15 days before the ceremony, and they may also remove a Graduand from a waiting list.

Graduands and colleges will receive an email notification when a graduand is moved from the waiting list and booked onto a ceremony by the Degree Conferrals Team (DCT).



Before adding an MA, Historic or Higher Degree Graduand to a waiting list you should verify that the award is genuine. If you have any concerns about authenticity contact the Degree Conferrals Office.

- 1) Click on the link **MA, Historic & Higher Degree Graduands** to open the *Graduand Detail Retrieve* screen.

 [MA, Historic & Higher Degree Graduands](#)

Retrieve Graduand	
Please enter search criteria to retrieve your MA, Historic or Higher Degree Graduand.	
Student Number **	
Surname	
Forename	
Sex	
Date of Birth	
Retrieve	

- 2) Enter the required data:
 - a) **Student Number:** may be left blank
 - b) **Surname:** may be left blank
 - c) **Forename:** may be left blank
 - d) **Sex:** select from the drop down list
 - e) **Date of Birth:** select from the pop-up calendar or type the date in the following format:
01/Jul/1976
- 3) Click on and the *Graduand Degree Conferral Details* screen will open.

Graduand Degree Conferral Details

These are the personal and degree conferral details for student records that match your search criteria. Please check the student's identity before proceeding to add or update their graduation records.

Student Number	253043				
Title	MS				
Surname	CHURCHILL				
Forename	BETHANY				
Date of Birth	28/Jul/1964				
Sex	F				
Matriculation Date	27/Oct/1984				
Current Award Programme	None				
Awards	College	Award	Subject	Conferral Information	Action
	SCA	BA	mlab-Modern Languages Course II	CONFERRED on 09/JUN/1990	
		MA			Add MA Record
		Higher Degree			Add HD Record



See table at [Appendix B – Conferral Information & Available Actions](#) for other options in the *Conferral Information* field.

- 4) Verify this is the correct record and click on the link Add MA Record to open the Ceremony Booking Details – for Students on a Wait List
 - a) **Certificate Name:** the student's name, as displayed in this field, will be printed on the degree certificate. The name may be amended if this is not correct, and accents and special characters, may also be added

Ceremony Booking Details - for Student on Wait List	
Please check that the correct Graduand is displayed.	
Student	Bethany Imogen Churchill (253043)
Sex	Female
Date of Birth	28/Jul/1964
Please enter the Graduand details for the appropriate course.	
Title	Ms
Certificate Name (incl. accents and special char.)	Bethany Imogen Churchill
Date of Birth	28/Jul/1964
Matriculation Year	27/Oct/1984
College	SJO St John's College
Graduation Type	MA
Completed Award	MA - Master of Arts
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	
Attendance Type	Attend
If MA/Higher Degree: Use non-Christian Formula?	☐
Email	
Home Phone Number	
Mobile Phone Number	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Country	
Postcode	
Cancel Delete Submit	

- 5) **Complete all the yellow (mandatory) fields and any other required information.**
- a) **Preferred Ceremony Date:** If no preferred date is available select *Future Date* from the menu. This can be updated at a later date.

Graduation Type	MA
Completed Award	MA - Master of Arts
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	Future Ceremony
Attendance Type	Saturday 13 July 2013 AM Saturday 27 July 2013 PM Saturday 21 September 2013 PM Saturday 09 November 2013 PM Saturday 08 March 2014 PM Future Ceremony
If MA/Higher Degree: Use non-Christian Formula?	☐
Email	
Home Phone Number	12345678
Mobile Phone Number	1234567

Select a Preferred Ceremony Date. There is no guarantee of availability; however, the date is essential for ceremony allocation planning.

The list of ceremony dates will only include ceremonies relevant to the user's college. Ceremonies only available to other colleges will not be included.

- b) **Email:** this email address is the one to which all confirmation emails will be directed.

c) **Address:** this is the address to which the certificate will be sent.

6) When all information has been entered click on **Submit**. A confirmation screen will open.

Confirm Booking Details

Please check that the details below are correct, and then click 'Submit'.

Student	Bethany Imogen Churchill (253043)
Sex	Female
Date of Birth	28/Jul/1964
Title	Ms
Certificate Name (incl. accents and special char.)	Bethany Imogen Churchill
Date of Birth	See above
Matriculation Year	27/Oct/1984
College	St John's College
Graduation Type	MA
Attendance Type	Attend
Completed Award	MA
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	Future ceremony
If MA/Higher Degree: Use non-Christian Formula?	No
Email	v.l.i.a.f.c.n@it.ox.ac.uk
Home Phone Number	12345678
Mobile Phone Number	
Address Line 1	The Cottage
Address Line 2	Wilderness Lane
Address Line 3	
Address Line 4	
Country	Wiltshire
Postcode	W13 7EP

7) Verify that the details have been recorded correctly.

8) Click on **Submit** to save the record and display a confirmation message.

Summary

This is to confirm that you submitted a graduation request for Bethany Imogen Churchill (253043) for the following degree ceremony: Future ceremony.

9) Click on **Finish** to complete the process and return to the **Degree Ceremonies** main menu.



In the above example, the graduand did not specify a preferred date at the time of making a booking so **Future Ceremony** was selected at the time of booking. If a preferred date is specified, then the confirmation text will include that date.

- 10) An email will be sent to the college confirming the details of the booking, see [Appendix C](#) to view the text.

9.1 Amending an MA, Historic or Higher Degree Graduand booking

Colleges can amend an MA, Historic or Higher Degree Graduand booking while on a waiting list. This can include adding a preferred date where the Graduand did not specify a preferred date at the time of booking.

- 1) Retrieve the record by following steps 1) to 3) above. The *Graduand Degree Conferrals Details* screen will open.

Graduand Degree Conferral Details

These are the personal and degree conferral details for student records that match your search criteria. Please check the student's identity before proceeding to add or update their graduation records.

Student Number	253043				
Title	MS				
Surname	CHURCHILL				
Forename	BETHANY				
Date of Birth	28/Jul/1964				
Sex	F				
Matriculation Date	27/Oct/1984				
Current Award Programme	None				
Awards	College	Award	Subject	Conferral Information	Action
	SCA	BA	mlab-Modern Languages Course II	CONFERRED on 09/JUN/1990	
	SJO	MA		on WAIT LIST	Update
		Higher Degree			Add HD Record

- 2) Click on **Update** to open the *Ceremony Booking Details - for Student on Wait List* screen.

Ceremony Booking Details - for Student on Wait List	
Please check that the correct Graduand is displayed.	
Student	Bethany Imogen Churchill (253043)
Sex	Female
Date of Birth	28/Jul/1964
Please enter the Graduand details for the appropriate course.	
Title	Ms
Certificate Name (incl. accents and special char.)	Bethany Imogen Churchill
Date of Birth	28/Jul/1964
Matriculation Year	27/Oct/1984
College	SJO St John's College
Graduation Type	MA
Completed Award	MA - Master of Arts
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	Future Ceremony
Attendance Type	Attend
If MA/Higher Degree: Use non-Christian Formula?	☐
Email	avril.harrison@it.ox.ac.uk
Home Phone Number	12345678
Mobile Phone Number	
Address Line 1	The Cottage
Address Line 2	Wilderness Lane
Address Line 3	
Address Line 4	
Country	Wiltshire
Postcode	W13 7EP
Cancel Delete Submit	

- 3) Make the required changes
- 4) Click on to open the *Confirm Booking Details* screen.

Confirm Booking Details	
Please check that the details below are correct, and then click 'Submit'.	
Student	Bethany Imogen Churchill (253043)
Sex	Female
Date of Birth	28/Jul/1964
Title	Ms
Certificate Name (incl. accents and special char.)	Bethany Imogen Churchill
Date of Birth	See above
Matriculation Year	27/Oct/1984
College	St John's College
Graduation Type	MA
Attendance Type	Attend
Completed Award	MA
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	Saturday 27 July 2013 PM
If MA/Higher Degree: Use non-Christian Formula?	No
Email	v.j.harrison@it.ox.ac.uk
Home Phone Number	12345678
Mobile Phone Number	
Address Line 1	The Cottage
Address Line 2	Wilderness Lane
Address Line 3	
Address Line 4	
Country	Wiltshire
Postcode	W13 7EP
Back Submit	

- 5) Check the details and if correct click on to save the changes. A confirmation message will be displayed.

Summary
This is to confirm that you have amended a graduation request for Bethany Imogen Churchill (253043) for the following degree ceremony: Saturday 27 July 2013 PM.
Finish

- 6) Click on to complete the process and return to the **Degree Ceremonies** main menu.

An email will be sent to the college confirming the changes to the details of the booking, see [Appendix C](#) to view the text.



After a Graduand has been allocated to a ceremony only the contact details and attendance type, from "attend" to "in absentia", may be amended. All other fields will be greyed out as in the screenshot shown below.

Ceremony Booking Details - for Student on a Ceremony	
Please check that the correct Graduand is displayed.	
Student	Karen Lucy Hall
Sex	Female
Date of Birth	08/Jul/1985
This Graduand has been allocated a space at a degree ceremony. Their contact details will be amendable until 15 days before the ceremony.	
Title	Miss
Certificate Name (incl. accents and special char.)	Karen Lucy Hall
Date of Birth	08/Jul/1985
Matriculation Year	18/Oct/2003
College	SJO St John's College
Graduation Type	MA
Completed Award	MA -
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	A130723AM 23 Jul 2013 AM
Attendance Type	Attend
If MA/Higher Degree: Use non-Christian Formula?	☐
Email	email@email.com
Home Phone Number	1234567

9.2 Removing an MA, Historic or Higher Degree Graduand from a waiting list

Colleges can remove a Graduand from a waiting list at any time until the record is moved from the waiting list and onto a ceremony.

- 1) To remove a Graduand first retrieve the record by following steps 1) to 3) above. The *Graduand Degree Conferrals Details* screen will open.

Graduand Degree Conferral Details					
These are the personal and degree conferral details for student records that match your search criteria. Please check the student's identity before proceeding to add or update their graduation records.					
Student Number	253043				
Title	MS				
Surname	CHURCHILL				
Forename	BETHANY				
Date of Birth	28/Jul/1964				
Sex	F				
Matriculation Date	27/Oct/1984				
Current Award Programme	None				
Awards	College	Award	Subject	Conferral Information	Action
	SCA	BA	mlab-Modern Languages Course II	CONFERRED on 09/JUN/1990	
	SJO	MA		on WAIT LIST for 27/Jul/2013 PM	Update
		Higher Degree			Add HD Record

- 2) Click on **Update** to open the *Ceremony Booking Details - for Student on Wait List* screen.
- 3) Click on **Delete** and a confirmation screen will be displayed.

Confirm Delete	
Please confirm that you wish to delete the graduation request for the student below.	
Student	Bethany Imogen Churchill (253043)
Sex	Female
Date of Birth	28/Jul/1964
College	St John's College
Graduation Type	MA
Attendance Mode	Attend
Completed Award	MA
Completed Award Programme Name	Master Of Arts
Back Submit DELETE	

- 4) Click on **Submit DELETE**.
- 5) A confirmation screen will be displayed and an email sent to the college, see [Appendix C](#) to view the text.

Delete Summary
The graduation request for Bethany Imogen Churchill (253043) has been deleted.
Finish

- 6) Click on **Finish** to complete the process and return to the **Degree Ceremonies** main menu.

10 Appendix A – What the Student Sees

When a student logs in and clicks on the **Degree Ceremonies** link he/she will be taken to the Degree Ceremonies – Welcome screen.

Degree Ceremonies

Support Accessibility Cookies & Privacy Logout

Graduand Degree Ceremony Booking

Degree Ceremonies - Welcome

[Need Help?](#)

Welcome to the degree ceremonies online booking service. Here you can book to attend your graduation ceremony, request tickets for guests, and tell us where to send your degree certificate.

Degrees are not automatically conferred at the end of the course, but only at a degree ceremony. You can graduate in person by attending a ceremony or in absence. One degree certificate will be automatically issued following the ceremony regardless of whether you have graduated in person or in absence. You can graduate straight after you've finished your degree, or many years later.

To book your graduation now, confirm that you accept the Terms and Conditions relating to graduation, and click 'Book My Degree Ceremony' below. Please book by 15 January 2013 to be sure of a place. If you attempt to make a booking after this date, ceremony availability will be significantly reduced.

PLEASE NOTE: If you have any debts or dues outstanding to your college or the University, you will not be permitted to graduate. Please refer to the [Regulations for Degrees, Diplomas, and Certificates](#) for more information.

Your Degree Ceremony	
Student Name	Bradley Jamie Ashbury
Award Programme	BA History
College	Balliol College
Date of Ceremony	To be confirmed
Time	To be confirmed
Number of Guaranteed Ceremony Tickets	To be confirmed
Hold Status	None
Ceremony Status	You have been invited to book a degree ceremony.

[University Terms and Conditions regarding Degree Ceremonies.](#)

[Book My Degree Ceremony](#)

If they have been invited to a Degree Ceremony, they will see a link to the booking page.

When they click on this link a message page appears:

Degree Ceremonies

Welcome

[Need Help?](#)

Welcome to the **University of Oxford Degree Ceremonies Booking**.

Depending on the arrangements provided by your college, you will be asked to:

- Choose a Ceremony
- Confirm Degree Certificate Address Details
- Confirm Guest Details for both Ceremony and College Catering (if applicable)
- Confirm Accessibility/Disability Information and Disclosure Permission (if applicable).

You might wish to consider what your preferred date is, and liaise with your potential guests, before continuing with this process. Please note that once you've chosen the date, you won't be able to change it, though you will be able to change your attendance mode.

Please click on the 'Next' button to continue.

[Cancel](#) [Next](#)

The **Next** button takes them to the Terms and Conditions.

Degree Ceremonies

Terms and Conditions

[Need Help?](#)

I understand that:

- The conferral of my degree is conditional on my passing the required examinations.
- I am to ensure that I have no outstanding debt(s) to either the University of Oxford. I will be unable to graduate on the date I have booked if I have any outstanding debts.
- If I choose to withdraw or amend this booking at least 15 days before the date of the degree ceremony, I will no longer have any claim to this original date.
- If I choose to withdraw from this booking within 15 days of the degree ceremony date, or if I fail to attend on the day I have booked, my degree will be conferred 'in absentia', and I will be unable to have my degree awarded at any future ceremonies in person.
- If I have been awarded any degrees of lower standing by the University of Oxford that have not been conferred at a previous degree ceremony, these degrees will be conferred at the ceremony I have just booked. These degrees will be conferred in absence, and I understand that I will not be able to have them conferred in person at a later date.
- I must attend the degree ceremony wearing the appropriate academic dress in accordance with the [University Regulations](#).

For Postgraduate Research students admitted on to their course before 1 October 2007:

- I understand that I need to have submitted a hardbound copy of my thesis 5 days prior to my degree ceremony date.

For Postgraduate Research students admitted on to their course on or after 1 October 2007:

- I understand that I need to have submitted a hardbound copy of my thesis 5 days prior to my degree ceremony date,
- I understand that I need to have submitted an electronic copy of my thesis 5 days prior to my degree ceremony date.

Please confirm that you accept the terms and conditions.

Please select ▼

Cancel

Next

They must confirm they agree to the terms and conditions before proceeding any further by selecting **Yes** from the drop down menu. They can then click on **Next** to continue.

Degree Ceremonies



Choosing Your Degree Ceremony

[Need Help?](#)

These are the ceremony choices currently available to you. If you wish to graduate in person, please choose one ceremony, and click 'Attend'. To graduate in absentia, please click on 'In Absentia'. If you wish to attend a ceremony at a later date, please click 'Decline', and contact your college to check future availability. We cannot guarantee availability of spaces on future ceremonies. To return to this page later, please click 'Cancel'.

Please note that this booking process runs in real time. If after you click to book there are no longer places available on the ceremony you chose, you will be brought back to this screen where you can choose an alternative ceremony if available.

Unavailable Ceremonies:

22 Jul 2013 PM

Available Ceremonies:

**This question is mandatory and cannot be left blank if you wish to attend.*

☐ 23 Jul 2013 AM

The student will be presented with a list of ceremonies at which their college is presenting, including any which are full, and therefore unavailable.

They have the option to select **Cancel**, **Decline**, **In Absentia**, or **Attend**.

If they click on a ceremony and select **Attend** a confirmation screen will be displayed. They will be asked to cancel or confirm their option.

Degree Ceremonies



Confirm Attendance

[Need Help?](#)

You have chosen to attend the degree ceremony on **Tuesday 23 July 2013** at **11:00 am** in person. Please confirm your choice or click on the 'Cancel' button to return to the previous screen.

Please note that once you've chosen the date, you won't be able to change it, though you will be able to change your attendance mode to in absentia, or decline.

A screen will be displayed showing the contact details currently held by the college. They will be asked to confirm the address to which their Degree Certificate should be sent, if this is different from the address shown and enter a current (non-University) email address. And finally **Next** to proceed to the next screen.

The student will then be asked to confirm their College Requirements, including any accessibility requirements for both themselves and their guests.

	This screen and the questions displayed are College specific and may not be an accurate representation of what your students will see at this stage.
---	---

College Requirements
Degree Ceremonies

[Need Help?](#)

The details below are required by Balliol College in order to better cater for your graduation experience. We would really appreciate you taking the time to answer these questions.

Oxford degree ceremonies normally take place in the Sheldonian Theatre; additional celebratory events may also take place in your college. Guest tickets for any college events are *separate* from ceremony tickets, and you may not be able to bring the same number of guests to both.

If you have expressed an interest in receiving extra ceremony tickets and they become available, Balliol College will contact you. Please note that there may be a charge for college lunch or for academic dress; your college will be in touch about that.

Ceremony Tickets:

You can have 3 tickets for ceremony guests. Please let us know how many you would like to use. Please select ▼

Extra ceremony guest tickets (no guarantee of availability): Please select ▼

Visa and Other Requirements:

Will you be contacting your college to request a visa letter for you or one of your guests? Please select ▼

Additional comments or requirements:

Additional Nominated Contact:

Forename:		Surname:	
Home email address:		Phone number:	

Accessibility Information:

Will you or any of your guests have accessibility requirements (e.g. due to a disability)? Please select ▼

Next

If they answer the question on accessibility as 'Yes', another screen will appear where they will be able to provide details. If they answer No they will bypass the Accessibility screen.

Degree Ceremonies



Accessibility

[Need Help?](#)

Oxford degree ceremonies normally take place in the Sheldonian Theatre; additional celebratory events may also take place in your college.

The Sheldonian Theatre has ramped access from Broad Street via a wooden gate into the quadrangle, and then in through door E into the main hall. The Theatre is also equipped with a loop system for when the PA system is in use. For further information, please see [the Sheldonian Theatre accessibility information](#) and [Information for visitors to the University of Oxford](#).

If there are any events in your college, please get in touch with your college to discuss your guests' accessibility requirements.

To help us plan for the day, it would be helpful to have an indication of what requirements you or your guests may have. All information you provide here will be treated as confidential, stored securely, and shared only with the members of university and college staff involved in organising the degree ceremonies.

Please note: you *need to have your guest's permission* to share their information.

Your Accessibility Requirements:

Your requirements: Please select

Further details:

Your Guest:

Forename:

Surname:

Guest requirements: Please select

Further details:

Additional Comments or Requirements:

E.g. regarding other guests:

Please confirm that you have your guests' permission to share this information. Please select

Next

A message will appear advising them that an email confirmation will be sent to them.

Degree Ceremonies



Summary of Degree Ceremony Booking

[Need Help?](#)

Thank you for completing your Degree Ceremony booking.

An email will be sent to the address you provided during the booking process giving a summary of the information you have provided. You can also find this information on the Degree Ceremony Page in eVision.

We will be in touch if there are any changes to your current ceremony arrangements.

Finish

When students click on **Finish** to complete the process, they will be returned to the Degree Ceremonies home page.

The text will have changed, and there will be an option to amend their requirements. Amendments can be made up to 15 days before the ceremony.

Degree Ceremonies
Support

Degree Ceremonies
Accessibility
Cookies & Privacy
Logout

Graduand Degree Ceremony Booking

Degree Ceremonies - Welcome

Thank you for booking to **attend** your degree ceremony. Your place is now confirmed, and the details of your ceremony are listed below.

You will be able to amend your booking by pressing 'Amend My Ceremony Booking' below up until 15 days before your ceremony. After that date, it will no longer be possible to amend any details.

If you have indicated that you or one of your guests require a visa letter, please get in touch with your college to obtain one.

PLEASE NOTE: If you have any debts or dues outstanding to your college or the University, you will not be permitted to graduate. Please refer to the [Regulations for Degrees, Diplomas, and Certificates](#) for more information.

Your Degree Ceremony	
Student Name	Bradley Jamie Ashbury
Award Programme	BA History
College	Balliol College
Date of Ceremony	Tuesday 23 July 2013
Time	11:00 am
Number of Guaranteed Ceremony Tickets	2
Hold Status	None
Ceremony Status	You have chosen to attend the above ceremony
~~You have agreed to the University Terms and Conditions regarding Degree Ceremonies.~~	

Amend My Ceremony Booking

The process of booking onto a ceremony is now complete.

11 Appendix B – Conferral Information & Available Actions

MA, Historic or Higher Degree Graduands

Student Course Conferral Status	Conferral Information Message	Action
Award conferred at a ceremony in the past	'CONFERRED on + Ceremony Date' (e.g. CONFERRED on 14/10/2007)	None. (field blank)
Award not eligible for conferral at a ceremony	None. (field blank)	None. (field blank)
Award (other than MA and Higher Degree) not conferred and eligible for conferral at a ceremony	'TO BE CONFERRED'	'Add Record'.
MA award not conferred and student eligible for conferral	'TO BE CONFERRED'	'Add MA Record' (It is only possible to have one MA. Only those who have studied for a BA or a BFA are eligible for an MA.)
Student eligible for a Higher Degree	'TO BE CONFERRED'	'Add HD Record' (It is possible to have more than one Higher Degree, so this action is always available.)
For students on waitlist and with a ceremony booking	'on WAIT LIST for + Ceremony Date' (e.g. on WAIT LIST for 23/Jul/2013 PM)	'Update'
For student on waitlist and with an incomplete ceremony booking (missing a ceremony) or with a 'Future Ceremony'.	'on WAIT LIST'	'Update'
For student on ceremony which is more than 15 days in the future	'TO BE CONFERRED on + Ceremony Date' (e.g. TO BE CONFERRED on 14/10/2007)	'Update'
For student on ceremony which is less than 15 days in the future	'TO BE CONFERRED on + Ceremony Date' (e.g. TO BE CONFERRED on 14/10/2007)	None. (field blank)

12 Appendix C – Sample Emails

12.1 Example of confirmation email

This will be sent out each time a college adds a Graduand to a waiting list, and also whenever a college amends the booking details.

Dear Colleague,

Thank you for submitting/amending a graduation request for your MA, Historic or Higher Degree student via eVision. This email contains a summary of the details you provided.

Student Number	253043
Sex	Female
Title	Ms
Student Name (inc. accents and special chars)	Bethany Imogen Churchill
Date of Birth	28/Jul/1964
Matriculation Date	27/Oct/1984
College	St John's College
Graduation Type	MA
Completed Award	MA
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	Future ceremony
Attendance Mode	Attend
If MA/HD Ceremony: Use non-Christian Formula?	No
Email	dummy@it.ox.ac.uk
Home Phone Number	12345678
Mobile Phone Number	
Address	The Cottage Wilderness Lane Wildershire W13 7EP

We will assign the student to the ceremony if a space becomes available.

Best wishes,

Degree Conferrals Office

University of Oxford
Examination Schools
High Street
Oxford
OX1 4BG

www.ox.ac.uk/students/graduation/

12.2 Example of confirmation email following removal from a waiting list

This email will be sent to a college whenever a Graduand is removed from a waiting list.

Dear Colleague,	
This is to confirm that you have deleted the following graduation request:	
Student Number	253043
Sex	Female
Title	Ms
Student Name (inc. accents and special chars)	Bethany Imogen Churchill
Date of Birth	28/Jul/1964
Matriculation Date	27/Oct/1984
College	St John's College
Graduation Type	MA
Completed Award	MA
Completed Award Programme Name	Master Of Arts
Preferred Ceremony Date	Saturday 27 July 2013 PM
Attendance Mode	Attend
If MA/HD Ceremony: Use non-Christian Formula?	No
Email	dummy@it.ox.ac.uk
Home Phone Number	12345678
Mobile Phone Number	
Address	The Cottage Wilderness Lane Wildershire W13 7EP
Best wishes,	
Degree Conferrals Office University of Oxford Examination Schools High Street Oxford OX1 4BG www.ox.ac.uk/students/graduation/	

13 Further Help and Information

13.1 Data Protection and Accessibility

Full details of the University data protection policy can be accessed at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>.

Full details of the Student Systems Accessibility policy can be accessed at <http://www.admin.ox.ac.uk/studentsystems/accessibility/>

14 Document Information

Revision Date	Version	Summary of Changes	Author
29/10/12	v0.6	Final draft before uploading to website	AEH
31/10/12	v0.7	Changes as requested by Ana Matak Siviour	AEH
09/11/12	v1.0	Final changes as requested by Ana Matak Siviour and Jared Hutchings	AEH
19/11/12	v1.1	Changes to Historic incorporands and MA screenshots as advised by Ana Matak Siviour	AEH
4/04/13	v1.2	Applied SSP Manual template to document. Added new functionality included in Degree Ceremonies release 2.	AEH
4/9/13	V2.0	Final changes applied as requested by Ana Matak Siviour	AEH